

*Lafayette County Human Services
Board Meeting Minutes
Tuesday, May 14, 2013*

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine was excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher, Brenda Poss

Others present: Duane M. Jorgenson, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Gerald Heimann, second by Leon Wolfe to approve the amended agenda as posted; carried.
- c. Motion by Connie Hull, second by Richard Roelli to approve the minutes of the April 11, 2013 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported several unusual payments this month: Robert Beech for \$7,700, this is for billing from January through March; Capital Newspaper for \$3,981.00 for advertising; MHLC for \$21,966.18, most of this is for February and March B-3 Program; Telegraph Herald for \$1,350 for advertising; and WSSA for \$570 for conference registration.
- b. Ms. George stated to date, it is still difficult to make an accurate projection as to where LCHS is financially for the year. While the Finance Dept. has been able to catch up a great amount, not all April receipts have been posted; especially those that come EFT (electronically). Much of LCHS's state funding is sent as an EFT. Since the reports Ms. George provides are downloaded directly from the accounting system, it is too early to have all receipts accounted for. Finance has had more audit work interrupting its usual workflow; Ms. George suspects information will be more timely next month. If 2012 expenses through April 30 are compared to those of 2013; in 2012, expenses were \$1,119,104 compared to \$912,523 in 2013. The \$206,581 decrease is an 18% decrease from last year.
- c. Ms. George added a special voucher in the amount of \$150. Kate Chambers received word from the Darlington City Office that LCHS will be charged \$150 for renting the gym on May 30 for the Senior Day which is co-sponsored by the Dora Ritter Wellness Center.

- d. Ms. George reported Aging had a couple unusual payments this month: Cardmember Service for \$544 for tickets to the Brewer Game (COA bus trip); Home Care For You for \$4,135 for snow removal and SHC in March and April; and the payment to Lafayette County Highway for March and April bus repairs/service.

Aging expenses are 18% higher in 2013 than in 2012. However, if the extra payment of \$23,360 to SUN is taken out; Aging expenses are \$3,371 or 3% less than 2012 expenses through April 30.

4. APPROVAL OF EXPENDITURES

- a. Motion by Connie Hull, second by Gerald Heimann, to approve the LCBS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

5. PERSONNEL

- a. Discussion and possible action regarding filling Elder Benefit Specialist Position-Shane Schuhmacher reported Diane Douglas submitted her resignation (she will be retiring); her last day of work will be July 5, 2013. He is requesting to fill the position. Mr. Schuhmacher went before the Human Resources Committee on April 29 and received their approval pending the approval of the Human Services Board. Mr. Schuhmacher stated the position will require a Bachelor's degree and will begin at \$17.36/hour.

Motion by Connie Hull, second by Leon Wolfe to fill the Elder Benefit Specialist Position and any subsequent position caused by posting; carried.

- b. Discussion and possible action regarding wage increase for Family Services Manager-Brenda Poss is requesting a wage increase due to additional duties and responsibilities she has been providing as the result of the Behavioral Health Manager resigning in January 2013.

Motion by Gerald Heimann, second by Leon Wolfe to raise Ms. Poss' wage to \$26.00 per hour and forward the request to the Human Resources Committee; carried.

- c. Discussion and possible action regarding wage increase for Executive Secretary-Kristine Brunkow is requesting a wage increase comparable to her counterparts working in the county who provide payroll and legal secretarial support.

Motion by Sherry Crist, second by Richard Roelli to raise Ms. Brunkow's wage to \$18.38 per hour and forward request to the Human Resources Committee; carried.

6. Discussion and possible action regarding expansion and operation of LCBS program services- Coordinated Services Team and Comprehensive Community Services

- a. Mr. Schuhmacher reported Coordinated Service Teams (CST) are wraparound models of care for children with behavioral health issues. CST is targeted to children and families involved in

two or more systems of care (such as mental health, long term care, juvenile justice, child welfare, substance abuse or special education) who have complex needs.

- b. Comprehensive Community Services (CCS) is a publicly operated program for adults and children with mental illness and/or substance abuse problems. CCS is considered a psychosocial rehabilitation service and is reimbursable via Medicaid.

Motion by Sherry Crist; second by Leon Wolfe requesting Mr. Schuhmacher further research these programs and report back to the Board; carried.

- 7. **Update regarding Behavioral Health Manager Position and discussion and possible action regarding restructuring of Behavioral Health Unit-**Mr. Schuhmacher reported LCHS received three applicants for the Behavioral Health Manager Position. Mr. Schuhmacher is considering restructuring the Behavioral Health Unit. Mr. Schuhmacher is proposing dividing the unit into programmatic areas with lead worker/supervisors; Outpatient Unit (Clinic and AODA) and Community Services Unit (CSP and Crisis) with each unit having a lead worker/supervisor. Mr. Schuhmacher would need to prepare job descriptions for the lead worker/supervisors.

Motion by Richard Roelli; second by Connie Hull for Mr. Schuhmacher to look into the feasibility of restructuring the Behavioral Health Unit and report back to the Board; carried.

- 8. **Update regarding AODA Counselor position and discussion and possible action regarding wage for AODA position-**Mr. Schuhmacher reported LCHS received 11 applicants for this position; Mr. Schuhmacher is requesting to continue contracting this position at this time.

Motion by Sherry Crist; second by Leon Wolfe to continue contracting for the AODA position with an increase in hours as needed; carried.

- 9. **Discussion and possible action regarding the impact of the State Budget and Affordable Care Act (ACA) on the Southern Income Maintenance Consortium-**Mr. Schuhmacher shared a memo he received from Charmian Klyve, Rock County Human Services Director regarding the new State budget and the implementation of "ACA" on October 1, 2013. It is estimated the statewide IM workload increase will add approximately 328,000 cases to the state's IM caseload. It is anticipated the IM case workload will increase substantially this year and throughout the biennium. As a result, Mr. Schuhmacher is requesting creating a new position in the Economic Support Unit. This individual would be 100% Call Center. Mr. Schuhmacher reported the State will give the County \$20,000; with the County having to contribute additional \$16,000 from levy. Mr. Schuhmacher will gather more information and bring back to the Board next month.

10. **DIRECTOR'S COMMENTS**

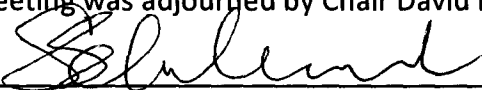
- a. Employee Comp and Overtime Report- The total hours for comp time for the period of April 1, 2013 to April 28, 2013 for LCHS was 33.77 hours and the total overtime hours was 5.25 hours.
- b. Health Department role within Lafayette County Human Services-Mr. Schuhmacher reported and reviewed LCHS contracts with the Health Department for nursing for CSP client medication set up.

- c. WCHSA update Human Services Redesign and Umbrella Statute- Mr. Schuhmacher reviewed most recent draft of the Umbrella Statue, Myths and Facts sheet, and a revised timeline. And, he suggested voting "yes" to have WCHSA support an Umbrella statute forward. The umbrella statute will be designed to maintain that counties will not be forced into joining a collaborative; nor will counties, once joining a collaborative, lose the ability to make decisions with regard to the delivery of human services. Counties may tailor agreements relating to a collaborative to best serve the needs of the citizens of the county. The committee supported Mr. Schuhmacher in voting "yes".
- d. Trauma Informed Care Grant-Mr. Schuhmacher stated LCHS has applied for a \$25,000 Trauma Informed Care Grant with Green, Crawford, Grant and Iowa Counties. The grant will be used for staff training.
- e. Review of Advertising Costs-Discussion regarding the advertising costs for LCHS vacant positions.
- f. Compass: Wisconsin Program-Mr. Schuhmacher reported this program will cost LCHS no money. This is a Memorandum of Understanding (MOU) with the State for the Children's Long Term Support (CLTS) program to conduct intake and eligibility.

8. **ADJOURN**

- a. The next meeting was set for **Tuesday, June 11, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- g. The meeting was adjourned by Chair David Hammer at 8:15 p.m.

Reviewed by

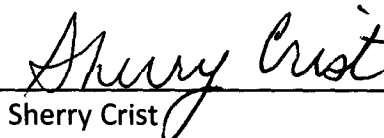


Shane Schuhmacher, Director

6/11/2013

Date

Brandee Blaine



Sherry Crist

David Hammer

Gerald Heimann

Connie Hull

Richard Roelli

Jack Sauer

Leon Wolfe